
Job Title	Office Assistants
PVN ID	SI-1602-001025
Category	Clerical/Office Services
Location	COLLEGE OF STATEN ISLAND
Department	CSI Technology Incubator
Status	Part Time
Hourly Rate	\$10.00
Hour(s) a Week	0.00-19.00
Closing Date	Mar 06, 2016 (Or Until Filled)

General Description

The CSI Technology Incubator is a new and exciting endeavour of the College of Staten Island. We aim to be the economic engine to fuel local growth by assisting technology-oriented businesses in making their ideas a reality.

We are looking for **2** office assistants. We are seeking candidates who are looking to work in an open environment that is collaborative and not your traditional office space. The office assistants will report to and work closely with the director to organize and coordinate responsibilities for office procedures, operations, and resources and to provide clerical services to the incubated companies.

Duties include:

- Performs routine receptionist/clerical work; operate office machines (such as copier, scanner, fax);
- Assist managing accounts payables/receivable; maintains online records such as inventories, directories, calendars and reservation systems.
- Assist with the preparation, publication and distribution of reports, documentation, brochures, business cards, visual materials, etc.
- Assist with the coordination of special program activities and events.
- Coordinate schedules of student interns.
- Serve as liaison with the CSI Office of Information Systems to schedule maintenance of computers and office equipment.
- Perform related tasks as required by director, managing staff and incubated companies.

Location: our new office is located at 60 Bay Street, Staten Island, just a few steps from the Ferry terminal, local buses and train station.

This is a grant-funded position until December 2016. Continuation of this position is contingent with grant funding and performance evaluation.

Other Duties

Qualifications

- Exceptional organizational skills, written and verbal communication skills.
- Strong ability to multi-task and work on several projects simultaneously.
- Previous experience as Administrative Assistant or Office Assistant required.
- Proficient in MS Office (Word, Powerpoint, Excel, Access and Outlook) required.
- Proficient in videoconferencing tools (f.i. Skype, FaceTime, Google Hangouts) preferred.
- Proficient in cloud storage systems (f.i. Google Drive, Dropbox) preferred